



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 13, 2015

Emma Thomas
2412 N Division St
Davenport, IA 52804

Dear Emma Thomas,

This letter is in regards to the 5/4/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Cover for grill located in outdoor play area, emergency plans need completed and posted by primary and secondary exits, need sign for extinguisher or make visible, more smoke detectors, no smoking signs for exits, safe sleep for 4 month old in care, policies for illnesses and health related emergencies, injury report forms

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.
Grill needs cover

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.
Need to post

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.
Need form

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
Need form

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
Need sign or move to visible location

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Need for living room Emma's room

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Needs signs

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

Youngest – 4 months has been sleeping on leather couch- discussed safe sleep

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Need

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Need

☐ 110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

Need

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

Emma – mailed new form

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Complete online for free on

<http://dhs.training-source.org>.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Waiting of CPR/1st Aid cards

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Haven't completed training- needs training information

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

1 child does not have file

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

B.L, J.M, A.M-0 sign and date, S.C, J.C – sign and date and 1 child with no file

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

B.L, J.M, Z.F, Z.B, A.M, S.C, J.C and 1 child with no file

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Need for all files

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
Social Worker II

Social Worker Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).